



## ***Arizona Biomedical Research Commission***

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JANICE K. BREWER, GOVERNOR  
WILL HUMBLE, DIRECTOR

### **ARIZONA BIOMEDICAL RESEARCH COMMISSION MEETING MINUTES**

Thursday, August 15, 2013  
9:30 a.m. to 2:00 p.m.  
Approved on December 12, 2013

#### **Commissioners in Attendance:**

David Engelthaler  
Wade Kartchner  
Jeanette Shea

Greg Garcia  
Peter Kelly  
Mitchell Shub

Iman Hakim (Chair)  
T. Lon Owen (Co-Chair)

#### **ABRC Staff and Visitors:**

Carolyn Allen  
Don Herrington  
Elise Maza

James Blackwell  
Jim Humble  
Tracey Sotelo

Gloria DeShazer  
Daniel Powell

#### **1. Call to Order and Verification of Board Quorum**

The Arizona Biomedical Research Commission (ABRC) meeting convened via teleconference and at the Arizona Department of Health Services (ADHS), 150 N. 18<sup>th</sup> Avenue, Conference Room 540A, Phoenix, Arizona, on August 15, 2013.

A quorum being present, Commissioner Iman Hakim called the meeting to order at 9:39 a.m.

#### **2. Approval of May 10, 2013**

May 10, 2013 meeting minutes are not available. This item was tabled for the next regularly scheduled meeting.

#### **3. Welcome and Introduction of ADHS Staff assisting with ABRC**

Tracey Sotelo, Executive Director, introduced two newly hired Arizona Department of Health Services staff members that will be assisting ABRC.

a. James Blackwell, Epidemiologist Specialist - Bureau of Public Health Statistics  
Started July 19 and will be assisting ABRC on surveys, statistical analysis, and literature review. He will be issuing a survey to all those that currently are or have received funding to get a baseline measure.

James graduated from the University of Arizona with a bachelor's of science in physiology, and a master's of public health with an emphasis on epidemiology. Although his emphasis was

epidemiology, James took many biostatistics courses and courses on qualitative analysis. James completed an internship with Dr. Hussaini at DHS's Vital Records and Statistics and then applied for a position and was hired on fulltime. Before completing his masters, James worked as a behavioral health paraprofessional at a group home and also worked for the office of minority affairs and for the office of cell biology and anatomy during his undergraduate.

**b. Elise Maza, Finance Lead – Agency Business Office**

Started August 5 and will be assisting ABRC on the financial components and will also be assisting ABRC staff on internal human resources functions. Elise will be working on a new format for financial reports.

Elise previously worked as a Financial Analyst at DES providing analysis, forecasts, financial expertise and fiscal support for the Office of the Director, Office of Accountability, and Division of Employment and Rehabilitation Services. Before DES, Elise has also worked as a Tax Advocate/Senior Paralegal at a low income tax clinic. Elise has a BA in Spanish Language and Literature, and a Masters of Professional Accountancy.

#### **4. Guest Presentations**

**a. ADHS Updates – Will Humble, ADHS Director and Staff**

Don Herrington, Assistant Director for the Division of Preparedness Services, provided the Commissioners with the following updates:

- Translational Research Facility continued funding – Current available ABRC funds, in the amount of \$2,000,000.00, has been allocated to continue funding of a Translational Research Facility (Translational Genomics Research Institute – “Tgen”) for the current fiscal year 2014. This continuation will allow for additional time for the Commissioners to meet, discuss, and establish the ABRC Funding Priorities.
- Procurement Process - Mr. Herrington stated that the Agency follows the procurement process for RFPs and has a standardized means for grant solicitations. In the past, ABRC was exempt from the process but as part of the agency it will follow all guidelines set and will route all items through the ADHS Procurement Office.

A question was asked regarding the legislative process of requesting ABRC's funds and if an appropriations bill from the legislature would override obligations and funding priorities in place. Mr. Herrington addressed the question that if a legislative bill was passed regarding ABRC Funds, the passed bill would supersede all other obligations.

**b. ABRC Budget Update – Jim Humble, ADHS Chief Financial Officer**

Jim Humble presented the Commissioners with the fiscal year 2014 and 2015 anticipated revenues along with known expenditures for fiscal year 2012 and 2013. A question was posed as to the amount of funds available to issue in upcoming awards. Mr. Humble discussed that, although that information is not yet currently known, there will be some monies available due

to the contracts that ended. Once balance information is available, Mr. Humble will pass the information to the Executive Director to be made available in the funding priority discussion.

The Agency Business Office will continue its pursuit to create and provide a monthly user friendly budget format. The document should be available in January 2014.

Clarification was sought to distinguish where the balance for the TGen Grant would be coming from (from both the Health Research Fund and the Disease Control Research Fund or just one fund) and what the ending total amount for ABRC is after the TGen allotment. As each fund has a distinct purpose, the TGen Grant is only being pulled from the Health Research Fund, leaving a projected balance (after the fiscal year 2010 contracts have been closed out) of \$1.5 million. The Disease Control Fund will have a projected balance of \$3.2 million. Combined, ABRC will have approximately \$5.4 million.

Tracey Sotelo, Executive Director, added that the current ABRC Programs paid for out of the Disease Control Research Fund cost more than what the revenue is currently generating. ABRC had built up a balance to draw down from for the enacted programs. Each year's obligations from the fund is supplemented by the reserve amount. Mr. Humble further discussed that the summary sheet showing the Disease Control Research Fund lists a \$4.9 million beginning balance and a \$4.2 ending balance. This is due to the projected revenue added and then the expenses are removed decreasing the amount by \$1.8 million.

Further questions were asked regarding projection calculations and how the Disease Control Research Fund calculations for ABRC is determined. Mr. Humble addressed the Commission questions with the following:

- Projections in revenue for the Disease Control Research Fund in fiscal year 2014 and 2015 is listed as \$2.5 million whereas fiscal year 2012 was \$1.6 million and fiscal year 2013 was at \$2.3. The reason for the increase in projected revenue from actual is based on the projections for lottery funds from the Governor's Office and the Office of Strategic Planning and Budget. It is anticipated that the economic recovery will continue.
- ABRC's calculated revenue in the Disease Control Research Fund is a set percentage that is left after all lottery obligations have been expensed. The Health Research Fund is based on a percentage of one of the surcharges on the taxes for tobacco products.

## **5. Executive Director Report**

Tracey Sotelo, Executive Director, provided the history ABRC, an overview of the Commissioners role, and the prior types of funding and associated categories as a refresher for the Commissioners when reviewing and prioritizing funding. Questions by the Commission regarding funding, grant recipients, and contract terms were addressed. After the discussion, Ms. Sotelo continued with the following update.

### **a. ADHS Staff Members**

Ms. Sotelo provided additional detail on the roles and projects that ADHS Staff Members would be working on to assist ABRC. James Blackwell discussed the pending assessment that will be rolled out to all stakeholders to provide an sense of what is known about ABRC within the community, satisfaction with ABRC, and community comments to guide the Commission in improving quality or aiding in future goals. Mr. Blackwell also highlighted the improvement efforts identified for the Arizona Biospecimen Locator website.

Questions by the Commission regarding survey targeted participants, intent, and purpose were discussed. Further development in clarifying intent, describing the purpose with a cover letter, survey questions, and expressed targeted audience will be completed. This information will be routed to the Commissioners for review and input prior to distribution.

**b. Patents**

An update on ABRC patents and the costs associated with ownership of them was provided. Current status on patent transfer ownership is as follows:

- University of Arizona – Right of first refusal denied. An agreement with the investigator has been reached. Portfolio transfer can occur anytime after August 19, 2013.
- Arizona State University – A review of the portfolio will be completed by the university to determine applicability and use.
- Susavion – Expressed interest in acquiring the patent has been received. Contract details are in progress.

Patent information will be made available in a variety of ways to educate ABRC's stakeholders and the community.

**c. AzTransNet Activities**

Current Research Education opportunities is as follows:

- ABRC is working with ASU on a Research Symposium scheduled for September 21, 2013.
- The IRB Directory is being updated. A discussion with the IRB is beginning to host a workshop designed and tailored to the issues surround the IRB and projects they touch.
- Grant Writing Workshop is in the initial planning phases. This workshop will be scheduled for next year and focus on governments, city and towns, university, and tribal communities on seeking and securing federal and non-federal dollars.

**d. ABRC Website**

Meetings are occurring with ADHS website development team to address addition of content. Current format does not allow content upload in key areas or modifications to the design. Enhancements to the site will be to display webpage content in a user friendly fashion, add biographies for each Commissioner, and expand transparency of information.

Questions by the Commission regarding logo use, information distribution points, links on other websites to inform the Arizona Community of ABRC's mission and provide a larger brand presence were discussed. Identifying ABRC through a revised logo will be reviewed with agency leadership.

## **6. Discussion and Action Items**

### **a. Discuss, amend, approve Arizona Biospecimen Locator Project**

Ms. Sotelo provided an overview and history of the project, contract end dates, partners and their key roles on the project, Arizona persons employed through this project, and funding amounts. ABRC does not have the future capacity to provide full funding of the program after 2015 and currently owns the process. Discussion on the governance, business plans of the partners, facility sustainability resulted in the key points:

- A business model needs to be developed
- ABRC will work with the project partners on development and creation of individual business plans which includes a sustainability model to transition from 100% ABRC funding.
- A governance committee should be established that has the authority to collectively make decisions.
- Any future contracts or extensions should have performance metrics. Funding to be based on reporting results and established outcomes.
- A non-biased leader should be chairing the governance committee. This leader will take ownership of the outcomes and work with the established project group on who joins and associated fees.

Commissioner Engelthaler motioned to extend project contracts through September 30, 2015, add additional funds to the project contracts which contain performance metric outcomes tied to payment, establish a governance structure, and identify a business model for transition. The motion was seconded and the vote was passed unanimously.

### **b. Discuss, amend, approve Arizona Public Cord Blood Program**

Ms. Sotelo provided an overview and history of the project, contract end dates, partners and their key roles on the project, Arizona persons employed through this project, and funding amounts. Key challenges of the program are the limited collection sites and inability to market the program as the Arizona Public Cord Blood Program. The Commissioners discussed the cost to expand, marketing and outreach efforts, current grant efforts, and sustainability.

Commissioner Owen motioned to extend project contracts through December 31, 2015, add additional funds to the project contracts, expand the program into northern and southern Arizona – beginning with the Tucson Medical Center, create a marketing and outreach campaign, and establish a sustainability model. The motion was seconded and the vote was passed unanimously.

### **c. Discuss ABRC funding direction and grant application priorities**

Current funding categories and the prior RFP process was reviewed and discussed. Stacey Zawel, TSI Consulting Partners, Inc. will be asked to attend a future meeting to facilitate the discussion for the funding direction and grant application priorities for fiscal year 2014 and 2015.

## **7. Reports**

### **a. TGen Board Meeting – Commissioner Lon Owen**

Commissioner Owen had no updates to report.

## **8. Agenda Items to be Considered for Next Meeting**

The Commissioners discussed inviting in other organizations and investigators to the regularly scheduled Quarterly Commission Meetings to learn more about the work being done in the community and as well as how funding from ABRC has impacted Arizona.

It was noted that ABRC will invite the Translational Genomics Research Institute (TGen) to the next meeting. A follow up invitation will also be extended to the Arizona Alzheimer Consortium for late 2014 as equipment malfunction made it difficult for those participating via teleconference to hear the presentation.

## **9. Call to the Public**

A call to the public was made. No public members addressed the Commission.

## **10. Next meeting date**

The next meeting will be scheduled based on availability of the facilitator and Commissioner's schedules.

## **11. Adjournment**

The meeting was adjourned at 2:13 p.m.